

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

FINANCE DEPARTMENT, PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8354

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: May 18, 2015
2. COMMODITY NAME: Community Architect Services for Community Development
3. CONTRACT NUMBER: 78-12khc
4. CONTRACT PERIOD: August 1, 2012 – July 31, 2013
Renewal Option #1 August 1, 2013 – July 31, 2014
Renewal Option #2 August 1, 2014 – July 31, 2015
Renewal Option #3 **August 1, 2015 – July 31, 2016**
5. RENEWAL OPTIONS: Four (4) One Year Renewals
6. **FIRM:** **Kathleen M. Galvin**
(V/N 648369) 712 Lyons Avenue
Charlottesville, VA 22902
PH (434) 979-2890
FX (434) 979-2896
Attn: Kathleen M. Galvin, AIA, CNU-A
kg@galvinarchitects.com or,
Kathleen.m.galvin@gmail.com
7. PAYMENT TERMS: Net 45 days
8. FOR FURTHER INFORMATION CONTACT: Jessica L. Wagler, Senior Buyer
PH (540) 422-8354
jesica.wagler@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Firm use.
3. Inspection of services performed and approval of Firm’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.

5. Fees:

Classification	Hourly Rate
Principal	\$125.00
Senior Planner/Architect	\$ 95.00
Planner/Architect	\$ 75.00
Graphics/Technician	\$ 65.00
Clerical	\$ 45.00
Travel (Mileage)	\$.55/mile
Black & White 8.5 x 11	\$.15/each
Color 8.5 x 11	\$.40/each
Color Plots (large scale plots)	Actual Cost